



**MELBOURNE
RUDOLF STEINER
SCHOOL**

BURSAR – Full time position 2021

The Melbourne Rudolf Steiner School, established in 1972, is a kindergarten to year 12 co-educational, non-denominational school located in the eastern suburbs at Warranwood.

The school is seeking a suitably qualified and dedicated person to undertake the role of Bursar.

Reporting to the College of Teachers, the Bursar will be responsible, as a collegiate member of the finance group, for the financial and business operations of the school and support the school mission and ethos.

Responsibilities include, but are not limited to:

- Financial Management
- Payroll and Personnel
- School Fee Collection
- General Ledger and Financial Reporting
- Government Compliance and Reporting
- Accounts Payable
- Budgeting and Reporting
- Property Services
- Other Administration

Selection Criteria:

- Tertiary level qualifications in Accounting or a related business discipline and membership of CPA Australia or Chartered Accountants Australia
- Excellent interpersonal and communication skills both written and verbal
- Ability to work effectively in a team environment
- Excellent problem solving skills
- Previous experience in a school environment or similar role
- Willingness to work within an anthroposophical framework
- HR experience preferable

For the Bursar position description please email office@mrss.vic.edu.au.

Applicants must have a sound understanding of, and commitment to, current Child Safety Standards and only people with the right to work in this country may apply for this position.

Please send applications in writing or via email, including your curriculum vitae and the names and contact details of two professional referees before 5.00pm, Thursday 24 December, 2020 to:

Bursar Position,
Melbourne Rudolf Steiner School,
213 Wonga Road, Warranwood Vic 3134
or Email: office@mrss.vic.edu.au
Attention: Bursar Position

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Warranwood, VIC
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